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## Invacuation Policy

Summer 2017

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### Summary

This policy outlines our invacuation procedures should the school receive warning of a threat to our community.

### Recommendation

Governors are requested to read this policy, consider its content and approve its adoption. This policy should be reviewed annually.

Author's Role	Headteacher
Date	Summer 2017
Internal Review Date	Summer 2018
Official Review Date	As updates

**Introduction:**

From June 2017, an invacuation procedure drill (similar to a fire drill) will take place termly. Its purpose is to ensure that we have an even safer and more secure learning environment for our pupils.

Teachers have explained and discussed this procedure with their class.

Invacuation procedures are used in response to an internal or external incident which could be a threat to the safety of children and staff in our school.

Invacuation procedures may be activated in response to any number of situations. For example:

1. A reported incident, disturbance in the local community.
2. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
3. An intruder on site.
4. A major fire in the vicinity of the school
5. The close proximity of an unaccompanied animal eg a dog.

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

**INVACUATION PROCEDURE**

*Invacuation* procedures are a sensible, reasonable and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in our school. Procedures aim to minimise disruption to the learning environment whilst securing the safety of all our pupils and staff.

*Invacuation* procedures may be activated in response to any number of situations – for example:

- A reported incident or disturbance in the local community (with the potential to pose a risk to pupils and staff in the school)
- An intruder on the school site (with the potential to pose a risk to pupils and members of staff)
- A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of an animal roaming loose eg dog.

**Fieldhead Carr Primary School's Invacuation plan is as follows:**

<b>Signals</b>	
<b>Signal for Invacuation</b>	Continuous siren activated by the YELLOW panic buttons located in the main entrance, Rainbow Room and Year 6 classroom.
<b>Signal for all-clear</b>	BV/DH to give all clear
<b>Invacuation</b>	
<b>Room most suitable for Invacuation</b>	Years 2, 3, 4, 5 and 6 (and connected staff, including dinner staff, volunteers, students and sports coaches etc), will assemble in the year 2 classroom

	<p>Years 1, Flying Start, FS1 and FS2 (and connected staff, including dinner staff, volunteers, students and sports coaches etc), Admin team will assemble in the Green Room.</p> <p>Visitors to the school to stay with the class they are connected to. 'Business' visitors and tradesmen need to go with the Admin team.</p>
<b>Entrance points (e.g. gates, doors and windows) which should be secured</b>	<p>Front Gate to be locked and shutter to go down</p> <p>Green Room doors to be locked</p> <p>Skylights in GR and roof windows in Y2 to be closed.</p> <p>Star bolts to be locked on the inside of the Year 2 and Green Room doors. Lights off. All adults to action silence. Children to use AHT office, intervention room and classroom.</p>
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>• Classroom telephones</li> <li>• Mobile telephones (SLT)</li> <li>• Between Green Room and Year 2 room as dining room has no window to the outside.</li> </ul>

### HEADTEACHER ACTIONS

**Following the invacuation signal, the Headteacher will take the actions below. Urgently.**

Initial Response-Lockdown	Tick/Sign/Time
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Check with class teachers via a thumbs up signal that all children are accounted for.	
Lock / secure entrance points (e.g. doors, windows)	
Dial 999. Dial once for each emergency service required.	
<p>Ensure all individuals take action to increase protection from all potential threats:</p> <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Blinds – pull down</li> <li>• Turn off lights</li> </ul> <p>Stay away from windows and doors.</p>	
Ensure that pupils, staff and visitors are aware of the closest exit point.	
If possible, check for missing / injured pupils, staff and visitors.	
Remain inside until the all-clear has been given, or unless told to evacuate by the emergency services.	